

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII**

March 18, 2005

SPO Price List No. 05-21

To: All Department Personnel Officers/Representatives  
Executive Branch

From: Procurement Officer

Subject: Colored State Seal Letterheads  
RFQ-05-052-O

In response to requirements submitted on SPO Circular No. C05-04, dated January 14, 2005, the State Procurement Office solicited informal bids to purchase colored State seal letterheads. You are now requested to place orders with the following vendor. Agencies issuing purchase orders are instructed to obtain the appropriate Vendor Code for remittance purposes from the "Alphabetical Vendor Edit Table Report" and annotate the vendor code on their purchase orders.

Effective April 1, 2005, agencies will use the State's purchasing card (pCard) for purchases totaling less than \$2500.00.

Vendor and Order Address:

Cenveo West  
2134 St. Louis Drive  
Honolulu, Hawaii 96816

Attention: Ms. Diane Saki  
Telephone: 682-3055 ext. 29  
Fax: 734-7756

Vendor Remittance Address:

Cenveo West  
PO Box 24667  
Seattle, WA 98124-0667

The letterhead will be printed according to these specifications: 8-1/2" x 11", five-color letterhead, Crane's Crest fluorescent white 24# recycled bond, 100% cotton fiber stock, engraved with gold foil seal, 2 " in diameter.

All prices include taxes and delivery charges. Be sure to include exact delivery and billing information when placing your order. Your order may be increased **but not decreased**.

**Order deadline is April 29, 2005.** The vendor is not obligated to accept any orders thereafter. Delivery is to be completed by June 30, 2005. Any questions regarding this matter may be directed to Ms. Linda Hayashi at telephone (808) 586-0562, facsimile (808) 586-0570 or email at linda.e.hayashi@hawaii.gov.

The bid price per ream (500 sheets) are as follows:

<u>Style</u>	<u>Price per ream</u>
1) Portrait	\$182.00 each (ream)
2) Landscape	\$189.28 each (ream)
3) Certificate of Service Award	\$282.88 each (ream)
4) Certificate of Appreciation Award	NONE REQUESTED AT THIS TIME

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JUSTIN FO  
Acting Procurement Officer